

# **HOW TO OBTAIN YOUR MARRIAGE LICENSE**

**Prepared by the Office of  
the  
County Clerk**

A service provided by Milwaukee County

## **WHERE TO APPLY**

Apply at the office of the Milwaukee County Clerk, Room 105, Courthouse, 901 North 9th Street, Milwaukee. Applications for marriage licenses are accepted Monday through Friday from 9:00 a.m. to 3:50 p.m. The office is closed on Saturdays, Sundays and all legal holidays.

## **WHEN TO APPLY**

A wedding date must be set prior to application. The bride and groom must apply together, at least eight (8) days, but no more than thirty (30) days before the wedding date. The license is effective for 30 days upon the issuance date.

## **MINIMUM AGE TO MARRY**

The minimum age to marry is eighteen (18) years of age. Applicants that are 16 or 17 years of age must have parent's consent (**both mother and father**) or legal guardian's consent. Consent forms must be properly filled out and notarized. These forms are available in the Office of the County Clerk.

## **PERSONS WHO MAY NOT MARRY**

No marriage shall be contracted between persons who are nearer of kin than second cousins, except that marriage may be contracted between first cousins where the female has attained the age of 55 years or either party has documented proof of sterilization.

 **FEE**

The marriage license fee is \$100.00 **CASH ONLY**, payable at the time of filing an application. **NO REFUNDS**.

**NOTE:**

Any legal/certified documents not in the English language must have attached to it a certified and/or notarized translation. Both the bride and groom must speak and be able to read English. If not, it is up to the bride and groom to provide a translator.

 **REQUIREMENTS**

Both the bride and groom must apply together. Each person must bring in a certified copy of his or her birth certificate (no hospital certificates or registration forms). The bride or groom must show proof of residency (must have current address) in Milwaukee County for at least 30 days (does not apply to out-of-state residents).

If either the bride or groom has had a previous marriage, a filed copy of the final judgment of divorce, legal annulment or certified death certificate must be shown at the time of application. Wisconsin Statutes make it unlawful for any person to marry again until six (6) months from the date of the granting of a judgment of divorce, **REGARDLESS OF WHERE THE DIVORCE WAS GRANTED**. You cannot apply for a marriage license until the six months have elapsed.

Both the bride and groom **must** bring in Social Security cards. The name on your Social Security card must be your legal name, with any legal suffixes (Jr., II, etc.).

Also, you must supply the full name, address and phone number of the officiant performing the wedding ceremony.

Residents of Wisconsin must apply before the County Clerk of the County in which either the bride or the groom is a resident. The license issued in that County may be used anywhere in the State of Wisconsin. Non-residents (both out-of-state) must apply in the County in which they are to be married

– the license issued would not be effective outside of that County.

*Failure to meet these requirements will delay the issuance of your license.*

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## **ANY QUESTIONS**

For clarification of any information provided, call (414) 278-4067.

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## **INTERESTED IN A COURTHOUSE WEDDING?**

Civil ceremonies are performed by the Court Commissioner, Monday through Friday, **by appointment only.** The Fee for civil ceremonies is \$100.00 (cash only) payable on the day of your wedding.

To schedule an appointment, call (414) 278-5100.

A list of judges and court commissioners who perform wedding ceremonies at locations other than the Courthouse is available at the Office of the County Clerk, Room 105 — Courthouse.